



Evaluation Entry System Training (SSG – 1SG / MSG)

Module 6c: NCOER (SSG – 1SG / MSG)

as of 18 April 2015

Good morning/afternoon. My name is _____. I'm the _____ at _____.

Today we will go through the steps to create, edit, complete and submit a DA Form 2166-9-2 NCOER (SSS – 1SG / MSG) in the Evaluation Entry System.

Please feel free to ask questions at anytime.

NEXT SLIDE



Agenda

- Accessing Evaluation Entry System (EES)
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Assessment
- Potential Assessment
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking

Unclassified

2

The topics that we will cover today range from how to use EES to create, complete, edit, submit and track the status of a DA Form 2166-9-2, SSG – 1SG / MSG NCOER.

At this time, we need the class to form into four person teams. Now, each of you will share your full DOD ID (found on back of your CAC) / SSN. These will be used for training purposes only and will be destroyed at the conclusion of training.

NEXT SLIDE



Evaluation Entry System (EES)

<https://evaluations.hrc.army.mil/>
(EES website)

NCOER training URL will be released on / about 29 May 2015
and will remain active until mid-August 2015

Unclassified

3

EES is an online data entry system, that enables Leaders to create, complete, edit, submit and track evaluations.

Personnel can access EES at the above website. Until 1 September 2015, only the Officer Evaluation Reports (OERs) functions will work at this website.

In order to train yourself and your personnel on EES's NCOER capabilities, you must use the training website address. This training website will be active until mid-August 2015. At that time, all entered data will be erased.

At this time, click on the NCOER training link.

NEXT SLIDE



EES Terms Page

S. Army Evaluation Entry System - Windows Internet Explorer

https://evaluations.hrc.army.mil/

U.S. Army Evaluation Entry Sys... Structured Self Developme

FOUO - Unclassified

Evaluation Entry System
U.S. Army Human Resources Command

Terms of Use

You are accessing a U.S. government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to pers

[Agreement](#) for details.

- This system contains Privacy Act information, which is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Official

☐ I agree to the terms of the User Agreement.

Accept Terms Cancel

Unclassified 4

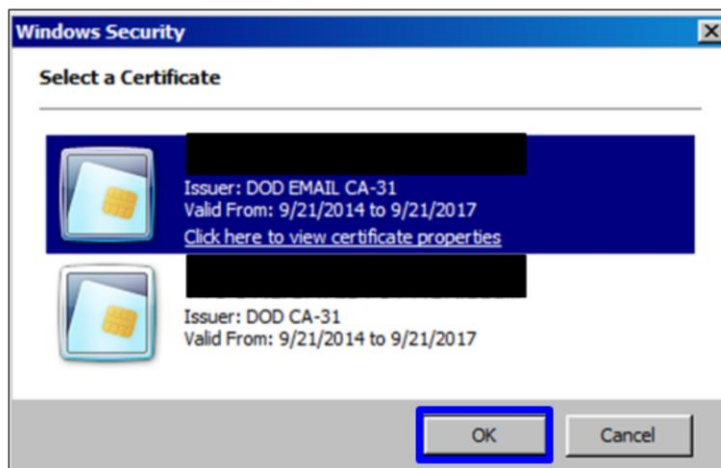
This is the EES home page.

In order to access it, you must first agree to the terms of the User Agreement.

NEXT SLIDE



EES Digital Credentials



Unclassified

5

Once you agree to the Users Agreement, you must select your certificate and **click OK.**

NEXT SLIDE



EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- Evaluation Entry System Users Guide
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1.NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System
Please select an option below:

OER

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

NCOER

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
---------------	-----------	-----------	--------

Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
---------------	------	-----------

Unclassified

6

For training purposes the team member serving as the “Rater” will click the “Create New NCOER” button.

It is important to note that EES is not designed for the Rated NCO to create his / her own NCOER. Once the Rated NCO exits the NCOER, the Rated NCO will not be able to re-enter the NCOER until the Rater and Senior Rater have signed their sections of the NCOER.

While EES enables anyone to create an NCOER, given that person has the necessary administrative data, it is recommended that either the Rater or Rater’s Delegate creates the NCOER.

NEXT SLIDE



NCOER Creation

NCOER Individual Lookup

Enter the SSN and first two letters of the last name of the rated Soldier and the rating officials. This will automatically search the Army personnel database and auto-populate the evaluation with administrative information. Incorrect information may be changed within the evaluation, but changes to the information in the personnel database require the use of other channels (SI or Admin Support).

Rated NCO

DOD ID Number: Last Name: Email:

[Switch to search by SSN] ☐

Component: Status Code:

Rank: Changes to the rank will be limited once the evaluation is created. Please ensure accurate selection of the rank for the time period the soldier is to be evaluated.

Date of Rank:

Promotable Info

Is the Rated NCO promotable or selected to attend USASMA? ☐ Yes ☒ No

Next Higher Grade

Is the Rated NCO serving in a position authorized for the next higher grade? ☐ Yes ☒ No

Frocked Info

Is the Rated NCO frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked? ☐ Yes ☒ No

Rater

DOD ID Number: Last Name: Email:

[Switch to search by SSN] ☐

Is this individual serving as both the Rater and Senior Rater? ☐ Yes ☒ No

Senior Rater

DOD ID Number: Last Name: Email:

[Switch to search by SSN] ☐

Supplementary Reviewer (optional)

DOD ID Number: Last Name: Email:

[Switch to search by SSN] ☐

Unclassified

7

The user will first enter the full DOD ID SSN (from back of CAC card) and first two letters of the Rated NCO's last name. At this time the Rated NCO's correct full name and email address should appear. If it is correct click OK.

At this time verify the accuracy of the Rated NCO's component, Rank, and Date of Rank. Then select "Yes" or "No" for the next three questions. For the DA Form 2166-9-1, these will apply if the Rated NCO is promotable and serving in an authorized position at the next higher grade. It is important to remember that Rated NCO's rated as (P) on a DA Form 2166-9-2 NCOER will be added to the Senior Rater's appropriate profile. For example, a SSG(P) will be included in the Senior Rater's SFC profile.

For the purpose of this training the Rated NCO's name is the person serving in that role for this exercise and the rank will be SFC, with a Date of Rank of 1 March 2013.

Once the Rated NCO's section is completed you will enter the full DOD ID or SSN and first two letters of the Rater, Senior Rater and Supplementary Reviewer (if required). Supplementary Reviewers are required when Senior Raters' rank is 1LT or lower.

Enter the data of the persons serving in each of these roles for this exercise. For this exercise a Reviewer will be required.

Note, failure to enter the correct full DOD ID or SSN of any person on this page will prevent that person (Rated NCO, Rater, Senior Rater, or Reviewer) from accessing this NCOER Support Form.

Once you have confirmed the accuracy of the Rated NCO and Rating Official's data **click**
"Next."

NEXT SLIDE



NCOER Creation Confirmation

Evaluation Creation Confirmation

Role	SSN	Name	Email	Importing Data
Rated Soldier				Yes
Rater				Yes
Supplemental Reviewer				Yes
Senior Rater				Yes

Selecting "Begin" will initiate a SSG-1SG/MSG GRADE PLATE (E6-E8) NON-COMMISSIONED OFFICER EVALUATION REPORT for the above mentioned individual. An email will be sent to each of the addresses listed above, notifying each individual of their involvement with the new noerEvaluation.

Previous

Begin

Unclassified

8

This is the user's opportunity to verify the correct Rating Officials are selected before initiating a NCOER.

Once this data is verified, **click "Begin."**

NEXT SLIDE



Rated NCO's Administrative Data

a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. PAYMENT PLAN (P, No.)	c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B30
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC			g. STATUS CODE RA	h. UIC WAAAAA	
i. PERIOD COVERED FROM (YYYYMMDD) 20150801		j. RATED MONTHS 5		k. NON RATED CODES	l. NO. OF ENCLOSURES 0
m. RATED NCO'S EMAIL ADDRESS (gov or mil) @MAIL.MIL					

Admin Data

a. Last Name: SOLDIER, First Name: RATED, M.I.: , Suffix:

b. DOD ID Number:

c. Rank: SSG, d. Date of Rank: 20121019

Promotable Info
Is the Rated Soldier promotable and serving in a position authorized for the next higher grade? ☐ Yes ☒ No

Next Higher Grade
Is the Rated Soldier serving in a position authorized for the next higher grade? ☐ Yes ☒ No

Frocted Info
Is the Rated Soldier frocted to the next higher grade and serving in a position authorized for the rank to which he/she is frocted? ☐ Yes ☒ No

e. PMOSC: 12B30

f. Unit, Org: A Co, 2STB, 2BDE, Station: Fort Best, Zip or APO: 11111

Major Command: FC - US ARMY FORCES COMMAND

g. Component/Status Code: RA

h. UIC Code: WAAAAA, n. Rated NCO's AKO Email Address: @MAIL.MIL
Must use .gov or .mil

Exit Save Go to Signatures Print Draft

Unclassified

9

The user will now enter the Rated NCO's administrative data to include:

PMOSC, assigned Unit / Station / Zip, UIC Code, schooling and SSD Level.

For the purposes of this training use the following administrative data.

- PMOSC = 12B30
- Promotable = "No"
- Next Higher Grade = "No"
- Frocted Info = "No"
- Unit Org = A Co, 2STB, 2BDE
- Station = Fort Best
- Zip or APO = 11111
- Major Command = US Army Forces Command
- Component = Regular Army

Once this data is correctly entered, click "Next."

NEXT SLIDE



Rated NCO's Administrative Data (cont.)

PART I - ADMINISTRATIVE						
a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. SSN (or DON ID No.)		c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B30
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC				g. STATUS CODE RA	h. UIC WAAAAA	i. REASON FOR SUBMISSION 03 Change of Rater
j. PERIOD COVERED		k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)	
FROM (YYYYMMDD) 20150801		THRU (YYYYMMDD) 20151217	5	0	@MAIL.MIL	

Admin Data Continued

i. Reason For Submission

03 | Change of Rater

j. From Date

20150801

Thru Date

20151217

k. Rated Months

5

Rated Days

139

l. Non-Rated Codes

SELECT NON-RATED CODES

Previous

Exit

Next

Save

Go to Signatures

Print Draft

Unclassified 10

This is a continuation of the Rated NCO's administrative data.

From the drop down menu, select the correct Reason Code for this NCOER's submission. For this exercise we will select Change of Rater.

Then, using the calendar, select the correct From and Thru Dates for this rating period. This will provide the gross amount of Rated Months and Days.

Note, incorrect Thru Dates for complete the record evaluations are one of the top three reasons for returns.

If this is a type of NCOER that can have Non-Rated time, such as Change of Rater or Extended Annual, click the "Non-Rated Code button."

Note, a good TTP is to click the "Save" button at the end of each page before clicking "Next", before leaving your workstation for any period of time, or answering the phone. If the session times out your data will be lost.

NEXT SLIDE



Non-Rated Codes

Non-Rated Codes

Code	Start Date	End Date	Reason
------	------------	----------	--------

+ Add Edit Delete Search Reload Page 1 of 0 10 No records to view

Note: Only the first four codes will appear on the form. All codes entered will be used to calculate Non-Rated time, and that time must occur during the rating period.

[Previous](#) [Exit](#) [Save](#) [Go to Signatures](#) [Print Draft](#)

Unclassified

11

You may add as many Non-Rated Codes / Periods as required but only the first four codes will appear in Part I, Block I.

Click “Add” in order to select a Non-Rated Code.

NEXT SLIDE



Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code

Start Date

End Date

Reason

0 | >> << 10 | No records to view

be used to calculate Non-Rated time, and

Save Go to Signatures Print Draft

A - AWOL/DESERT/UNSAT PART AR135-91
A - AWOL/DESERT/UNSAT PART AR135-91
C - CONFINED IN MIL/CIV DETENT FCLTY
D - TDRL STAT
E - LV EXCESS OF 30 DAYS
F - UNDER ARREST
G - HEAL W/DUTY WTU SLDR ONLY
H - HEAL NO OTHR DUTY WTU SLDR ONLY
I - TRANS BETW DUT STAT/LV/PTDY/TDY
M - MIA
P - PATIENT DOC CARE/UNABL TO PERM
Q - LACK OF RATER QL
R - NEW RCTR PGM
S - STUD/MIL OR CIV SCHOOL
T - ON TDY/SPC DTY/TCS < 90 DAYS
W - POW
X - AUTH ABS PART SPC PGM
Z - NONE OF THE ABOVE

Unclassified

12

From the drop down menu, select the correct code.

At this time select "E."

NEXT SLIDE



Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code: S - STUD/MIL OR CIV SCHOOL

Start Date: 20150317

End Date: 20150317

Reason: No records to view

Go to Signatures

Print Draft

Calendar for March 2015:

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Unclassified

13

Now use the calendar to select the correct Start and End Dates for this Non-Rated period.

Select any dates you desire.

NEXT SLIDE



Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code: S - STUD/MIL OR CIV SCHOOL

Start Date: 20150317 yyyyymmdd

End Date: 20150717 yyyyymmdd

Submit Cancel

Reason

No records to view

Previous Exit Save Go to Signatures Print Draft

Unclassified

14

Once you have checked verified the data is correct, click "Submit."

If the data is incorrect you can correct or click "Cancel."

Then you click "Previous" to return to the administrative page. Now EES will auto calculate the net amount of Rated Months and Days (subtracting the Non-Rated time from the total amount of time covered by this NCOER.)

For the purpose of training click "Cancel" and then "Previous."

Once back to the administrative page click "Next."

NEXT SLIDE



Counseling Dates

PART II - AUTHENTICATION						
d1. COUNSELING DATES	INITIAL	LATER	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE(YYYYMMDD)

Counseling Dates

Initial Counseling Date

Later Counseling Date (First)

Later Counseling Date (Second)

Later Counseling Date (Third)

Previous

Exit

Next

Mar

2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Print Draft

Unclassified

15

Now use the drop down calendar to enter the correct Counseling Dates from the NCOER Support Form.

Remember that the initial counseling is within 30 days of the NCOER's From Date and each later counseling is quarterly.

Once this data is correctly entered, click "Next."

NEXT SLIDE



Counseling Dates (cont.)

PART II - AUTHENTICATION						
d1. COUNSELING DATES	INITIAL 20150806	LATER 20151030	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE(YYYYMMDD)

Counseling Dates

Initial Counseling Date

Later Counseling Date (First)

Later Counseling Date (Second)

Later Counseling Date (Third)

[Previous](#) [Exit](#) [Next](#) [Save](#) [Go to Signatures](#) [Print Draft](#)

Unclassified

16

Once this data is correctly entered, click “Next.”

NEXT SLIDE



Check on Learning

1. When will users be able to create and process the DA Form 2166-9 in EES?
2. Ideally who should create a new NCOER in EES?
3. Name one reason why a Rating Official cannot access an NCOER.
4. What form do Rating Officials use to assess the performance and potential of a SSG(P) serving in an authorized SFC position?

Unclassified

17

At this time, discuss these questions.

NEXT SLIDE



Rater

Print For Manual Submission	Exit	Submit to HQDA	Manage Enclosures	Delete
---	----------------------	--------------------------------	-----------------------------------	------------------------

To edit a particular selection, choose the appropriate button below:

Rated Soldier	Rater	Senior Rater	Reviewer
Rater Enlisted Advisor		Senior Rater Enlisted Advisor	

SSG TO 1SG GRADE PLATE (E6 - E8) NON-COMMISSIONED OFFICER EVALUATION REPORT For use of this form, see AR 623-3; the proponent agency is DCS, G-1.				See Privacy Act Statement in AR 623-3.	
PART I - ADMINISTRATIVE DATA					
a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. SSN (or DOD ID No.)	c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B30
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC			g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 03 Change of Rater
j. PERIOD COVERED FROM (YYYYMMDD) 20150801		k. RATED MONTHS 5	l. NON RATED CODES	m. NO. OF ENCLOSURES 0	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL
PART II - AUTHENTICATION					
a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S		a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE Why Can't I sign?		a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 2LT, 12A, A Co, 2 STB, 2 BDE, Platoon Leader			a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL		
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR		b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE		b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 1LT, 12A, A Co, 2STB, 2 BDE, Company Commander			b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL		
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT LTC, 12A, HH-C, 2STB, 2BDE, Battalion Commander		
c4. COMMENTS ENCLOSED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE Click Here to Sign		c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.					
d1. COUNSELING DATES	INITIAL 20150806	LATER 20151030	LATER	LATER	d2. RATED NCO'S SIGNATURE
					d3. DATE (YYYYMMDD)

Unclassified

18

Now that the Rated NCO's section is complete, users may enter either the Rater or Senior Rater's administrative data and assessment of the Rated NCO.

Typically, the Rater's section is completed next.

To enter the Rater's section, click the "Rater" button.

NEXT SLIDE



Rater's Administrative Data

PART II - AUTHENTICATION (Rated NCO's signature verifies NCO has seen completed NCOER Parts I-VI and the administrative data is correct)			
a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE (YYYYMMDD)
a5. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT 2LT, 12A, A Co, 2 STB, 2 BDE, Platoon Leader		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	

Rater Info			
a1. Last Name RATER	First Name SOLDIER'S	M.I.	Suffix
a2. DOD ID Number ✓ <input type="text"/> <input type="button" value="Clear DoDID"/>			
a5. Rank 2LT	PMOSC/Branch 12A	Organization A Co, 2 STB, 2 BDE	Duty Assignment Platoon Leader
a6. Email Address (.gov or .mil) <input type="text"/> @MAIL.MIL Must use .gov or .mil			

Exit	Next	Save	Go to Signatures	Print Draft
------	------	------	------------------	-------------

Unclassified 19

The user will enter the Rater's administrative data on this page.

For the purposes of this training use the following administrative data.

-Rank	= 2LT
-PMOSC	= 12A
-Unit Org	= A Co, 2STB, 2BDE
-Station	= Fort Best
-Duty Assignment	= Platoon Leader

Once this data is correctly entered, **click "Next."**

NEXT SLIDE

Duty Description

U.S. ARMY

a. PRINCIPAL DUTY TITLE
PLATOON SERGEANT

b. DUTY MOSC
12B40

c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities, and dollars)
May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.

d. AREAS OF SPECIAL EMPHASIS
May enter up to two lines of text; Duty Titles; Separated by semi-colon.

e. APPOINTED DUTIES
May enter up to two lines of text; Duty Titles; Separated by semi-colon.

Duty Description

a. Principal Duty Title
PLATOON SERGEANT

b. Duty MOSC
12B40

c. Daily Duties and Scope (To include, as appropriate, people, equipment, facilities, and dollars)
May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.

d. Areas of Special Interest
May enter up to two lines of text; Duty Titles; Separated by semi-colon.

e. Appointed Duties
May enter up to two lines of text; Duty Titles; Separated by semi-colon.

Previous Exit Next Save Go to Signatures Print Draft

Unclassified 20

The user will enter the Rated NCO's Principal Duty Title and Duty MOSC for this rating period.

The user may enter up to seven lines of text to describe the Daily duties and responsibilities of the Rated NCO.

The user may enter up to two lines of text to list the Rated NCO's Areas of Special Emphasis and Appointed Duties for this rating period.

For training purposes, enter "Platoon Sergeant", 12B40, and:

- "May enter up to seven lines of text; Beginning with action words; Separated by semi-colons"
- "May enter up to two lines of text; Duty Titles; Separated by semi-colon"
- "May enter up to two lines of text; Duty Titles; Separated by semi-colon"

Once this data is correctly entered, click "Next."

NEXT SLIDE



Performance Evaluation

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

a. APFT Pass/Fail/Profile: PASS Date: 20150717 b. Height: 65 Weight: 140 Within Standard? YES
Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards
May enter up to five lines of text.

Performance Evaluation

Pass/Fail/Profile: PASS APFT Date: 20150717 Height (inches): 65 Weight (lbs): 140 Meets Bodyfat Standards: ☒ Yes ☐ No

Required Comments (optional with "Pass" rating)
May enter up to five lines of text.

[Previous](#) [Exit](#) [Next](#) [Save](#) [Go to Signatures](#) [Print Draft](#)

Unclassified 21

The user will use the drop down menu to select the proper assessment of the Rated NCO's APFT.

Then the user will use the calendar to select the correct date of the Rated NCO's most recent APFT for this rating period. If the NCO did not take an APFT during this rating period (such as a Change of Rater NCOER) then the user may enter an APFT date up to one year prior to this NCOER's Thru Date.

Next, the user will enter the Rated NCO's most recent height and weight data obtained by the Rated NCO's unit.

Once the user selects "Yes" or "No" as to whether the Rated NCO Meets Body fat Standards, the use may enter up to five lines of text.

Rater comments are mandatory if the Rated NCO failed the APFT, did not have an authorized reason for not taking the APFT (IAW AR 623-3), or did not meet body fat standards.

Note, users cannot enter comments until the above administrative data is entered.

For training purposes the Rater will insert data of their choice and then type "May enter up to five lines of text."

Once this data is correctly entered, click "Next."

NEXT SLIDE



Performance Evaluation (cont.)

c. 1) Character: (Adherence to Army Values, Empathy, and Warrior Ethos/Service Ethos and Discipline. Fully supports SHARP, EO, and EEO.) MET STANDARD <input type="radio"/> DID NOT MEET STANDARD <input type="radio"/>	<input type="text"/>
d. 2) Presence: (Military and Professional Bearing, Fitness, Confident, Resilient) FAR EXCEEDED STANDARD <input type="radio"/> EXCEEDED STANDARD <input type="radio"/> MET STANDARD <input type="radio"/> DID NOT MEET STANDARD <input type="radio"/>	<input type="text"/>
e. 3) Intellect: (Mental Agility, Sound Judgment, Innovation, Interpersonal Skills, Expertise) FAR EXCEEDED STANDARD <input type="radio"/> EXCEEDED STANDARD <input type="radio"/> MET STANDARD <input type="radio"/> DID NOT MEET STANDARD <input type="radio"/>	<input type="text"/>

Performance Evaluation Comments

Character
MET STANDARD ☒ DID NOT MEET STANDARD ☐
Character

Presence
FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☒ DID NOT MEET STANDARD ☐
Presence

Intellect
FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☒ DID NOT MEET STANDARD ☐
Intellect

Previous Exit **Next** Save Go to Signatures Print Draft

22

Unclassified

The Rater will select the correct assessment as to whether the Rated NCO Met or Did Not Meet the Standard for Character.

The Rater will select the correct assessment as to whether the Rated NCO Far Exceeded Standard, Exceeded Standard, Met Standard or Did Not Meet Standard for Presence and Intellect.

The user may enter up to eight lines of text and spaces to assess the Rated NCO's Character, Presence and Intellect. This assessment will be in bullet format.

Comments assessing the Rated NCO's adherence / support of the Army's SHARP program are mandatory.

For training purposes the Rater will click "Met Standard" and type "o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with a one-line space between them" for each section.

Once this data is correctly entered, click "Next."

NEXT SLIDE



Performance Evaluation (cont.)

f. 4) Leads: (Leads Others, Builds Trust, Extends Influence beyond the Chain of Command, Leads by Example, Communicates)	FAR EXCEEDED STANDARD <input type="radio"/>	EXCEEDED STANDARD <input type="radio"/>	MET STANDARD <input type="radio"/>	DID NOT MEET STANDARD <input type="radio"/>	<input type="text"/>
g. 5) Develops: (Creates a positive command/ workplace environment/Fosters Esprit de Corps, Prepares Self, Develops Others, Stewards the Profession)	FAR EXCEEDED STANDARD <input type="radio"/>	EXCEEDED STANDARD <input type="radio"/>	MET STANDARD <input type="radio"/>	DID NOT MEET STANDARD <input type="radio"/>	<input type="text"/>
h. 6) Achieves: (Oets Results)	FAR EXCEEDED STANDARD <input type="radio"/>	EXCEEDED STANDARD <input type="radio"/>	MET STANDARD <input type="radio"/>	DID NOT MEET STANDARD <input type="radio"/>	<input type="text"/>

Performance NCO Evaluation Comments Continued

Leads

FAR EXCEEDED STANDARD
☐

EXCEEDED STANDARD
☐

MET STANDARD
☐

DID NOT MEET STANDARD
☐

Leads

Develops

FAR EXCEEDED STANDARD
☐

EXCEEDED STANDARD
☐

MET STANDARD
☐

DID NOT MEET STANDARD
☐

Develops

Achieves

FAR EXCEEDED STANDARD
☐

EXCEEDED STANDARD
☐

MET STANDARD
☐

DID NOT MEET STANDARD
☐

Achieves

Unclassified

23


The Rater will select the correct assessment as to whether the Rated NCO Far Exceeded Standard, Exceeded Standard, Met Standard or Did Not Meet Standard for Leads, Develops and Achieves.

The user may enter up to eight lines of text and spaces to assess the Rated NCO's Leads, Develops and Achieves. This assessment will be in bullet format.

For training purposes the Rater will click "Met Standard" and type "o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with a one-line space between them" for each section.

Once this data is correctly entered, click "Next."

NEXT SLIDE



Overall Performance

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

i. I currently rate 2 NCOs in this grade.

FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

j. COMMENTS:
o May enter up to five lines of text and space; for example, x2 two-line bullets with a one-line space between them

Overall Performance

Is this individual serving as both the Rater and Senior Rater? ☐ Yes ☒ No

i. No. of NCOs currently rated in this grade:

**FAR EXCEEDED
STANDARD**

☐

**EXCEEDED
STANDARD**

☐

MET STANDARD

☒

DID NOT MEET STANDARD

☐

j. Comments

o May enter up to five lines of text and space; for example, x2 two-line bullets with a one-line space between them

Previous
Exit
Next
Save
Go to Signatures
Print Draft

Unclassified
24

The user will enter the number of NCOs the Rater currently rates in this grade and select the appropriate assessment of the Rated NCO's overall performance for this rating period.

The Rater's assessment is unconstrained but historical ratings are captured in the Rater's Tendency. Note, the Rater's current Rater and Senior Rater can view the Rater's Rating Tendency in EES.

The user may enter up to five lines of text and spaces in bullet format to comment on the Rated NCO's overall performance during the rating period as compared to all NCOs in this grade the Rater has ever rated.

For training purposes, enter "1" for No. of NCOs currently rated in this grade, click "Exceeded Standard" and type "May enter up to five lines of text and spaces in bullet format."

Once this data is correctly entered, click "Next."

NEXT SLIDE



Check on Learning

1. What is a reason that can prevent the User from entering comments in the APFT block?
2. Is the Rater's assessment constrained?
3. Who can view the Rater's Tendency in EES?
4. Do Raters of SGM / CSMs write their comments in bullet or narrative format?

Unclassified

25

At this time, discuss these questions.

NEXT SLIDE



Senior Rater

Print For Manual Submission	Exit	Submit to HQDA	Manage Enclosures	Delete
---	----------------------	--------------------------------	-----------------------------------	------------------------

To edit a particular selection, choose the appropriate button below:

Rated Soldier	Rater	Senior Rater	Reviewer
Rater Enlisted Advisor		Senior Rater Enlisted Advisor	

SSG TO 1SG GRADE PLATE (E6 - E8) NON-COMMISSIONED OFFICER EVALUATION REPORT For use of this form, see AR 623-3; the proponent agency is DCS, G-1.				See Privacy Act Statement in AR 623-3.	
PART I - ADMINISTRATIVE DATA					
a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. SSN (or DOD ID No.)	c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B30
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC			g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 03 Change of Rater
j. PERIOD COVERED FROM (YYYYMMDD) 20150801		k. RATED MONTHS 5	l. NON RATED CODES	m. NO. OF ENCLOSURES 0	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL
PART II - AUTHENTICATION					
a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S		a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE Why Can't I sign?		a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 2LT, 12A, A Co, 2 STB, 2 BDE, Platoon Leader			a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL		
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR		b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE		b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 1LT, 12A, A Co, 2STB, 2 BDE, Company Commander			b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL		
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT LTC, 12A, HHC, 2STB, 2BDE, Battalion Commander		
c4. COMMENTS ENCLOSED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE Click Here to Sign		c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.					
d1. COUNSELING DATES	INITIAL 20150806	LATER 20151030	LATER	LATER	d2. RATED NCO'S SIGNATURE
					d3. DATE (YYYYMMDD)

Unclassified

26

Now the Senior Rater will **click “Senior Rater”** to enter the Senior Rater’s administrative data and assessment of the Rated NCO’s potential.

NEXT SLIDE



Senior Rater's Administrative Data

PART II - AUTHENTICATION (Rated Soldier's signature verifies NCO has seen completed NCOER Parts I-VI and the administrative data is correct)

b1. NAME OF SENIOR RATER (Last, First, Middle Initial) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SIGNATURE	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 1LT, 12A, A Co, 2STB, 2 BDE, Company Commander		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	

Senior Rater Info

b1. Senior Rater's Last Name First Name M.I. Suffix
RATER SENIOR

b2. Senior Rater's DOD ID Number

b5. Senior Rater's Rank Is the Senior Rater promotable and serving in a position authorized for the next higher grade? ☐ Yes ☒ No

Senior Rater's Position Senior Rater's Organization
Company Commar A Co, 2STB, 2 BDE

PMOSC/Branch b6. Senior Rater's E-mail Address
12A @MAIL.MIL
Must use .gov or .mil

Unclassified 27


The user will enter the Senior Rater's correct Rank, Position, unit, and PMOSC / Branch on this page.

For the purposes of this training use the following administrative data.

-Rank = 1LT
-PMOSC = 12A
-Unit Org = A Co, 2STB, 2BDE
-Station = Fort Best
-Duty Assignment = Company Commander

Once this data is correctly entered, **click "Next."**

NEXT SLIDE



Potential Assessment

PART VI - SENIOR RATER OVERALL POTENTIAL

a. Select one box representing Rated NCO's potential compared to others in the same grade whom you have rated in your career. I currently senior rate 3 NCOs in this grade.

☐ MOST QUALIFIED
☐ HIGHLY QUALIFIED
☐ QUALIFIED
☐ NOT QUALIFIED

b. COMMENTS:
May enter up to five lines of text in narrative format.

c. List two successive assignments and one broadening assignment (3 - 5 years).

Successive Assignment:	1) Duty Title Only	2) Duty Title Only	Broadening Assignment: Duty Title Only
------------------------	--------------------	--------------------	---

Sr. Rater Potential Rating

Is a Supplementary Reviewer required? ☐ Yes ☒ No

Does the Senior Rater meet minimum rating qualifications to evaluate the rated NCO? ☐ Yes ☒ No

Is the Rated NCO available for signature? ☐ Yes ☐ No ☒ No Response

NCO refuses to sign? ☐ NCO Refuses

Compared Potential No. of NCOs currently rated in this grade: 2

Rate the Soldier's potential compared with other officers of the same grade.

Most Qualified (49%)	Highly Qualified	Qualified	Not Qualified
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

b. Comments on potential
May enter up to five lines of text in narrative format.

c. Two future successive assignments

Duty Title Only

Duty Title Only

List a broadening assignment

Duty Title Only

Previous Exit Next Save Go to Signatures Print Draft

Unclassified
28

The user must ensure the correct number of NCOs currently rated in this grade is entered.

The user will then select the assessment for the Rated NCO.

Note, that the Senior Rater's total number (for up to the date of this NCOER's Thru Date) of Most Qualified assessments must be less than 50% (49.9% or less). If the Senior Rater's profile will not support a Most Qualified assessment a warning will appear and the Most Qualified assessment will be grayed out.

The user may enter up to five lines of text in narrative format to comment on the potential of the Rated NCO. The Senior Rater's narrative supports the "box check" and should include potential for future assignments, schooling, and promotion.

Lastly, the user will enter the Duty Title of two future successive assignments (such as Squad Leader and Platoon Sergeant) and one broadening assignment (such as Equal Opportunity NCO).

For training purposes:

- Enter "3" for No. of NCOs currently rated in this grade,
- Select "Highly Qualified"
- Type "May enter up to five lines of text in narrative format." and "Duty Title Only" for the two successive assignments and one broadening assignment.

Once this data is correctly entered, click "Next."

NEXT SLIDE



Check on Learning

1. What does the Senior Rater assess?
2. Is the Senior Rater's comments in narrative or bullet format?
3. What can the Senior Rater comment on?
4. How many lines of text can the Senior Rater enter?

Unclassified

29

At this time, discuss these questions.

NEXT SLIDE



Reviewer

Print For Manual Submission		Exit		Submit to HQDA		Manage Enclosures		Delete	
To edit a particular selection, choose the appropriate button below:									
Rated Soldier		Rater		Senior Rater		Reviewer			
		Rater Enlisted Advisor		Senior Rater Enlisted Advisor					
SSG TO 1SG GRADE PLATE (E6 - E8) NON-COMMISSIONED OFFICER EVALUATION REPORT For use of this form, see AR 623-3; the proponent agency is DCS, G-1.							See Privacy Act Statement in AR 623-3.		
PART I - ADMINISTRATIVE DATA									
a. NAME (Last, First, Middle Initial) SOLDIER, RATED			b. SSN (or DOD ID No.)		c. RANK SSG		d. DATE OF RANK (YYYYMMDD) 20121019		e. PMOSC 12B3O
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC					g. STATUS CODE		h. UIC WAAAAA		i. REASON FOR SUBMISSION 03 Change of Rater
j. PERIOD COVERED FROM (YYYYMMDD) 20150801		k. RATED MONTHS 5		l. NON RATED CODES	m. NO. OF ENCLOSURES 0	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL			
PART II - AUTHENTICATION									
a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S			a2. SSN (or DOD ID No.)		a3. RATER'S SIGNATURE Why Can't I sign?			a4. DATE	
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 2LT, 12A, A Co, 2 STB, 2 BDE, Platoon Leader					a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL				
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR			b2. SSN (or DOD ID No.)		b3. SENIOR RATER'S SIGNATURE			b4. DATE	
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 1LT, 12A, A Co, 2STB, 2 BDE, Company Commander					b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL				
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No		c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY			c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT LTC, 12A, HHC, 2STB, 2BDE, Battalion Commander				
c4. COMMENTS ENCLOSED? <input checked="" type="radio"/> Yes <input type="radio"/> No		c5. SUPPLEMENTARY REVIEWER'S SIGNATURE Click Here to Sign			c6. DATE (YYYYMMDD)		c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL		
RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.									
d1. COUNSELING DATES		INITIAL 20150806	LATER 20151030	LATER	LATER	d2. RATED NCO'S SIGNATURE			d3. DATE (YYYYMMDD)

Unclassified

30

Now the Reviewer will select "Reviewer."

NEXT SLIDE



Reviewer's Administrative Data

PART II - AUTHENTICATION			
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, Middle Initial) REVIEWER, SUPPLEMENTARY	c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT LTC, 12A, HHC, 2STB, 2BDE, Battalion Commander	
c4. COMMENTS ENCLOSED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL

Supplementary Reviewer Info

c2. Reviewer's Last Name
REVIEWER

First Name
SUPPLEMENTARY

M.I.

Suffix

c2. Reviewer's DOD ID Number

Clear DoDID

c4. Do you wish to provide comments? ☐ Yes ☒ No

c3. Reviewer's Rank
LTC

PMOS/Branch
12A

Reviewer's Organization
HHC, 2STB, 2BDE

Reviewer's Duty Assignment
Battalion Command

c6. Reviewer's E-mail Address
@MAIL.MIL
Must use .gov or .mil

Exit

Next

Save

Go to Signatures

Print Draft

Unclassified

31

The user will enter the Reviewer's correct Rank, Position, unit, and PMOSC / Branch on this page.


For the purposes of this training use the following administrative data.

-Rank	= LTC
-PMOSC	= 12A
-Unit Org	= HHC, 2STB, 2BDE
-Station	= Fort Best
-Duty Assignment	= Battalion Commander

Once this data is correctly entered, **click "Next."**

NEXT SLIDE

31



Content Review

Print For Manual Submission
Exit
Submit to HQDA
Manage Enclosures
Delete

To edit a particular selection, choose the appropriate button below:

Rated Soldier
Rater
Senior Rater
Reviewer

Rater Enlisted Advisor
Senior Rater Enlisted Advisor

SSG TO 1SG GRADE PLATE (E6 - E8) NON-COMMISSIONED OFFICER EVALUATION REPORT
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.


See Privacy Act Statement in AR 623-3.


PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B30
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 03 Change of Rater

j. PERIOD COVERED	k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)
FROM (YYYYMMDD) 20150801	THRU (YYYYMMDD) 20151217	5	0	@MAIL.MIL

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE  Why Can't I sign?	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 2LT, 12A, A Co, 2 STB, 2 BDE, Platoon Leader		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 1LT, 12A, A Co, 2STB, 2 BDE, Company Commander		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	

c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY	c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT LTC, 12A, HH-C, 2STB, 2BDE, Battalion Commander
c4. COMMENTS ENCLOSED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE  Click Here to Sign	c6. DATE (YYYYMMDD) c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.

d1. COUNSELING DATES	INITIAL 20150806	LATER 20151030	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE (YYYYMMDD)
----------------------	---------------------	-------------------	-------	-------	---------------------------	---------------------

Unclassified
32

As a team review all sections for accuracy / editing.

Top Ten most common reasons for returned evaluations are:

- APFT Data / Ht/Wt Data – date must be during rated period or up to 12 months prior to Thru Date (cannot be after Thru Date)
- Inappropriate text – Rating Officials cannot comment on Marital Status, Race, Religion, Sexual Orientation, etc.
- Missing Rated Soldier's Signature – Senior Rater must state reason why Rated Soldier did not sign (refused, unable, unavailable)
- Missing Mandatory SHARP comments – must be in Character block
- Nonrated codes – improperly used for Annual Evaluations and Extended Annual Evaluations
- Promotable Rank – incorrectly entered for Soldiers that are not serving in an authorized position for the next higher rank
- Signed more than 14 days prior to Thru date
- Signature Sequence – must be signed in sequence by Rater, Senior Rater, Reviewer (if required) and Rated Soldier
- Thru Date – must use the correct date listed in MILPER messages for future selection boards.
- Unauthorized Potential comments by Rater – Raters can only assess performance.

Once complete exit.

NEXT SLIDE



EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- Evaluation Entry System Users Guide
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1.NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System
Please select an option below:

OER

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

NCOER

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
---------------	-----------	-----------	--------

Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
---------------	------	-----------

Unclassified

33

Now each team member needs to sign the OER in sequence beginning with the **Rater**.

Do this by clicking “continue / View Active NCOERs.”

NEXT SLIDE



Active NCOER List

Rated Soldier Last Name: Rated Soldier UIC: Eval ID: SSN: DOD ID Number:

90 items found, displaying 76 to 90.
[Previous] 1 2 3 4 [Next/Last]

Eval ID	Thru Date	Rated Soldier	Signed?	Rater	Locked?	Signed?	Senior Rater	Signed?	Status	Your Role	Comments
235874	0160318	SOLDIER, RATED SGM	NO	RATER, SOLDIER'S LTC	No	NO	RATER, SENIOR COL	NO	DRAFT	SENIOR RATER	
235872	0151217	SOLDIER, RATED SSG	NO	RATER, SOLDIER'S 2LT	No	NO	RATER, SENIOR 1LT	NO	DRAFT	REVIEWER	
235864	0151110	SOLDIER, RATED SGT	NO	RATER, SOLDIER'S SSG	No	NO	RATER, SENIOR SFC	NO	DRAFT	SENIOR RATER	

Unclassified

34

Now, click the NCOER you want to sign.

NEXT SLIDE



Sign / Submit the NCOER

Print For Manual Submission	Exit	Submit to HQDA	Manage Enclosures	Delete
-----------------------------	------	-----------------------	-------------------	--------

To edit a particular selection, choose the appropriate button below:

Rated Soldier	Rater	Senior Rater	Reviewer
	Rater Enlisted Advisor	Senior Rater Enlisted Advisor	

SSG TO 1SG GRADE PLATE (E6 - E8) NON-COMMISSIONED OFFICER EVALUATION REPORT
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act Statement in AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B30
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 03 Change of Rater
j. PERIOD COVERED FROM (YYYYMMDD) 20150801	k. RATED MONTHS 5	l. NON RATED CODES	m. NO. OF ENCLOSURES 0	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE Why Can't I sign?	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 2LT, 12A, A Co, 2 STB, 2 BDE, Platoon Leader		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 1LT, 12A, A Co, 2STB, 2 BDE, Company Commander		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT LTC, 12A, HHC, 2STB, 2BDE, Battalion Commander
c4. COMMENTS ENCLOSED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE Click Here to Sign		c6. DATE (YYYYMMDD)
		c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.

d1. COUNSELING DATES	INITIAL 20150806	LATER 20151030	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE (YYYYMMDD)
----------------------	---------------------	-------------------	-------	-------	---------------------------	---------------------

Unclassified

35

Now the "Rater" will sign the NCOER.

If there are any errors the signature block will have a "Why Can't I sign?"
Hover your cursor over this link and view the errors. Make the necessary corrections and sign the NCOER.

Once you have signed select "Exit".

Now all Rating Officials will repeat the steps until all appropriate signatures have been applied.

Once the final signature is applied the Senior Rater will open the NCOER and **select "Submit to HQDA."**

Note, submission without all signatures is one of the top five reasons for returned evaluations.

Note, remember to have all appropriate signatures on the NCOER before submitting the NCOER to HQDA.

NEXT SLIDE



EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1.NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System
Please select an option below:

OER

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

NCOER

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
---------------	-----------	-----------	--------

Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
---------------	------	-----------

Unclassified

36

Now everyone click on “continue / View Active NCOERs” to view the status of this NCOER.

NEXT SLIDE



Active NCOER List

Rated Soldier Last Name: Rated Soldier UIC: Eval ID: SSN: DOD ID Number:

CLEAR FILTER

90 items found, displaying 76 to 90.

[\[Prev\]](#) [1](#) [2](#) [3](#) [4](#) [\[Next/Last\]](#)

EvalID	Thru Date	Rated Soldier	Signed?	Rater	Locked?	Signed?	Senior Rater	Signed?	Status	Your Role	Comments
235874	20160318	SOLDIER, RATED SGM	NO	RATER, SOLDIER'S LTC	No	NO	RATER, SENIOR COL	NO	DRAFT	SENIOR RATER	
235872	20151217	SOLDIER, RATED SSG	NO	RATER, SOLDIER'S 2LT	No	NO	RATER, SENIOR 1LT	NO	DRAFT	VIEWER	
235864	20151110	SOLDIER, RATED SGT	NO	RATER, SOLDIER'S SSG	No	NO	RATER, SENIOR SFC	NO	DRAFT	SENIOR RATER	

Common Status Categories

- Draft – still with unit / has not been submitted to HQDA
- Submitted – unit has submitted to HQDA
- w / Examiner – NCOER has been assigned to an Examiner
- Returned – Examiner returned NCOER to unit for corrections
- Submitted to IPERMS – submitted by HRC to Soldier's Record
- Thru Date Submitted – Last NCOER's Thru Date updated on ERB
- Rejected – HQDA rejected NCOER (mostly duplicate reports)

Unclassified

37

Now, everyone will look at the status of this NCOER.

It should have a status of "Submitted."

Some other common Status categories are:

Draft – still with unit / has not been submitted to HQDA

Submitted – unit has submitted to HQDA

w / Examiner – NCOER has been assigned to an Examiner

Returned – Examiner returned NCOER to unit for corrections

Submitted to IPERMS – submitted by HRC to Soldier's Record

Thru Date Submitted – Last NCOER's Thru Date updated on ERB

Rejected – HQDA rejected NCOER (mostly duplicate reports)

Note, Rating Officials can leverage this tool to determine the status of the evaluation and who has signed the evaluation.

NEXT SLIDE



Check on Learning

1. Can a Rater use EES to check a NCOER's status?
2. When does a NCOER require a Reviewer?
3. Can a Rater submit a NCOER to HQDA?
4. What does the NCOER Status "Return" mean?

Unclassified

38

At this time, discuss these questions.

NEXT SLIDE



Summary

- Accessing EES
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Evaluation
- Potential Evaluation
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking

Unclassified

39

During this briefing, we covered how to use EES to create, complete, edit, submit and track the status of a DA Form 2166-9-2, SSG – 1SG / MSG NCOER.

NEXT SLIDE



Questions



Ask an IT Expert:

usarmy.knox.hrc.mbx.it-help-desk@mail.mil

Unclassified

40

Pending your questions this concludes my briefing.

If at any time you come across an system error that you or your unit HR professional cannot solve, such as difficulty digitally signing the evaluation or disappearing administrative data, please send a detailed email with screen shots to usarmy.knox.hrc.mbx.it-help-desk@mail.mil



Practical Exercise

Now that we have covered the steps to create, complete and submit a DA Form 2166-9-2 let's conduct a Practical Exercise.

NEXT SLIDE



Scenario 1

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SSG	Zip or APO:	54321
PMOSC:	42A3O	Major Command:	US Army Forces Command
Promotable:	"No"	Component:	Regular Army
Next Higher Grade:	"No"	UIC:	WAAAAA
Froked Info:	"No"	Reason for Submission:	Change of Rater
Unit Org:	HHC, 3BDE	From Date:	20141101
Station:	Fort Wish You Were Here	Thru Date:	20150901

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	MSG	MAJ	N/A
PMOSC:	42A5O	42H	N/A
Unit Org:	HHC, 3BDE	HHC, 3BDE	N/A
Station:	Fort Wish You Were Here	Fort Wish You Were Here	N/A
Duty Assignment:	BDE S1 NCOIC	BDE S1	N/A
Promotable:	"No"	"No"	N/A

Unclassified

42

At this time, form your four person teams.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, Reviewer (if required).

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, the appropriate Rating Officials will enter all listed administrative data from the slide. Once you have completed entering your section of administrative data exit the form.**

Now, have all team members look at their list of Active NCOERs to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed this NCOER is in your list of Active NCOERs.

Inform the instructor you have completed this scenario.

NEXT SLIDE



Scenario 2

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SSG	Zip or APO:	11223
PMOSC:	11B30	Major Command:	US Army Forces Command
Promotable:	"Yes"	Component:	Regular Army
Next Higher Grade:	"No"	UIC:	WAAAAA
Frocked Info:	"No"	Reason for Submission:	Annual
Unit Org:	C CO, 3BN, 2 BDE	From Date:	20150214
Station:	Fort Awesome	Thru Date:	20160213

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	SFC	1LT	CPT
PMOSC:	11B40	11A	11A
Unit Org:	C CO, 3BN, 2 BDE	C CO, 3BN, 2 BDE	C CO, 3BN, 2 BDE
Station:	Fort Awesome	Fort Awesome	Fort Awesome
Duty Assignment:	Platoon Sergeant	Platoon Leader	Company Commander
Promotable:	"No"	"No"	"No"

Unclassified

43

For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, the appropriate Rating Officials will enter all listed administrative data from the slide. Once you have completed entering your section of administrative data exit the form.**

Now, have all team members look at their list of Active NCOERs to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed this NCOER is in your list of Active NCOERs.

Inform the instructor you have completed this scenario.

NEXT SLIDE



Scenario 3

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	MSG	Zip or APO:	54321
PMOSC:	92Y5O	Major Command:	US Army Forces Command
Promotable:	"Yes"	Component:	Regular Army
Next Higher Grade:	"No"	UIC:	WAAAAA
Froked Info:	"No"	Reason for Submission:	Annual
Unit Org:	HHC, 2 BDE	From Date:	20150312
Station:	Fort Wish You Were Here	Thru Date:	20160311

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	MAJ	MAJ	N/A
PMOSC:	90A	11A	N/A
Unit Org:	HHC, 2 BDE	HHC, 2 BDE	N/A
Station:	Fort Wish You Were Here	Fort Wish You Were Here	N/A
Duty Assignment:	Brigade S4	Brigade XO	N/A
Promotable:	"No"	"No"	N/A

Unclassified

44

For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, Reviewer (if required).

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, the appropriate Rating Officials will enter all listed administrative data from the slide. Once you have completed entering your section of administrative data exit the form.**

Now, have all team members look at their list of Active NCOERs to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed this NCOER is in your list of Active NCOERs.

Inform the instructor you have completed this scenario.

NEXT SLIDE



Scenario 4 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SSG	Zip or APO:	11223
PMOSC:	25U30	Major Command:	US Army Forces Command
Promotable:	"No"	Component:	Regular Army
Next Higher Grade:	"No"	UIC:	WAAAAA
Frocked Info:	"No"	Reason for Submission:	Annual
Unit Org:	HHC, 1BN, 2BDE	From Date:	20141208
Station:	Fort Awesome	Thru Date:	20151207

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	CPT	MAJ	N/A
PMOSC:	25A	11A	N/A
Unit Org:	HHC, 1BN, 2BDE	HHC, 1BN, 2BDE	N/A
Station:	Fort Awesome	Fort Awesome	N/A
Duty Assignment:	Battalion S6	Battalion XO	N/A
Promotable:	"No"	"No"	N/A

45

At this time, form your four person teams.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, all team members will review their list of Active NCOER to verify the NCOER's creation.

NEXT SLIDE



Scenario 4 (Parts III, IV & V)

Part III (Rater)			
Block a.	Battalion S6 NCOIC		
Block b.	25U30		
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons		
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons		
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons		
Part IV (Rater)			
Block a.	"Pass"	"20150820"	
Block b.	"Rated NCO's" HT 71" / WT 140	"Yes"	o May enter up to five lines of text
Block c.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block d.	"Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block e.	"Far Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block f.	"Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block g.	"Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block h.	"Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block i.	1	"Exceeded Standard"	
Block j.	o May enter up to five lines of text / space		
Part V (Senior Rater)			
Block a.	2	"Highly Qualified"	
Block b.	May enter up to five lines of narrative assessing the Rated NCO's potential for promotion, schooling and continued service.		
Block c.	Duty Title Only	Duty Title Only	Duty Title Only

Once its creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER for accuracy.

Once review is complete, appropriate team members will apply their signatures in proper sequence.

The Senior Rater will review the NCOER one more time to ensure it is accurate and then select "Submit to HQDA" to submit the NCOER.

All team members will review their list of active NCOERs to verify the NCOER's status.

The Team has completed this scenario once the NCOER is completed, signed, and submitted to HQDA.

Inform the instructor you have completed this scenario.

NEXT SLIDE



Scenario 5 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SSG	Zip or APO:	11223
PMOSC:	31B30	Major Command:	US Army Forces Command
Promotable:	"No"	Component:	Regular Army
Next Higher Grade:	"No"	UIC:	WAAAAA
Frocked Info:	"No"	Reason for Submission:	Change of Rater
Unit Org:	HHC, 4 STB, 4BDE	From Date:	20150117
Station:	Fort Awesome	Thru Date:	20151207

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	SFC	1LT	CPT
PMOSC:	31B40	31A	25A
Unit Org:	HHC, 4 STB, 4BDE	HHC, 4 STB, 4BDE	HHC, 4 STB, 4BDE
Station:	Fort Awesome	Fort Awesome	Fort Awesome
Duty Assignment:	Platoon Sergeant	Platoon Leader	Company Commander
Promotable:	"No"	"No"	"No"

47

During this scenario switch roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, all team members will review their list of Active NCOER to verify the NCOER's creation.

NEXT SLIDE



Scenario 5 (Parts III, IV & V)

Part III (Rater)			
Block a.	Squad Leader		
Block b.	31B30		
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons		
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons		
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons		
Part IV (Rater)			
Block a.	"Pass"	"20150920"	
Block b.	"Rated NCO's" HT 70' / WT 140	"Yes"	o May enter up to five lines of text
Block c.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block d.	"Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block e.	"Far Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block f.	"Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block g.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block h.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block i.	3	"Met Standard"	
Block j.	o May enter up to five lines of text / space		
Part V (Senior Rater)			
Block a.	3	"Qualified"	
Block b.	May enter up to five lines of narrative assessing the Rated NCO's potential for promotion, schooling and continued service.		
Block c.	Duty Title Only	Duty Title Only	Duty Title Only

Once its creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER for accuracy.

Once review is complete, appropriate team members will apply their signatures in proper sequence.

The Senior Rater will review the NCOER one more time to ensure it is accurate and then select "Submit to HQDA" to submit the NCOER.

All team members will review their list of active NCOERs to verify the NCOER's status.

The Team has completed this scenario once the NCOER is completed, signed, and submitted to HQDA.

Inform the instructor you have completed this scenario.

NEXT SLIDE



Scenario 6 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	MSG	Zip or APO:	23142
PMOSC:	13B50	Major Command:	US Army FORSCOM Command
Promotable:	"No"	Component:	Regular Army
Next Higher Grade:	"No"	UIC:	WAAAAA
Frosted Info:	"No"	Reason for Submission:	Annual
Unit Org:	HQB, 2 FA BN, 1BDE	From Date:	20150117
Station:	Fort Here	Thru Date:	20160116

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	MAJ	LTC	N/A
PMOSC:	13A	13A	N/A
Unit Org:	HQB, 2 FA, 1BDE	HQB, 2 FA, 1BDE	N/A
Station:	Fort Here	Fort Here	N/A
Duty Assignment:	Battalion S3	Battalion Commander	N/A
Promotable:	"No"	"No"	N/A

49

During this scenario switch roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, all team members will review their list of Active NCOER to verify the NCOER's creation.

NEXT SLIDE



Scenario 6 (Parts III, IV & V)

Part III (Rater)			
Block a.	Battalion OPs NCOIC		
Block b.	13B5O		
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons		
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons		
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons		
Part IV (Rater)			
Block a.	"Pass"	"20150715"	
Block b.	"Rated NCO's" HT 71" / WT 140	"Yes"	o May enter up to five lines of text
Block c.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block d.	"Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block e.	"Far Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block f.	"Far Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block g.	"Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block h.	"Far Exceeded Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space	
Block i.	1	"Far Exceeded Standard"	
Block j.	o May enter up to five lines of text / space		
Part V (Senior Rater)			
Block a.	4	"Most Qualified"	
Block b.	May enter up to five lines of narrative assessing the Rated NCO's potential for promotion, schooling and continued service.		
Block c.	Duty Title Only	Duty Title Only	Duty Title Only

Once its creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER for accuracy.

Once review is complete, appropriate team members will apply their signatures in proper sequence.

The Senior Rater will review the NCOER one more time to ensure it is accurate and then select "Submit to HQDA" to submit the NCOER.

All team members will review their list of active NCOERs to verify the NCOER's status.

The Team has completed this scenario once the NCOER is completed, signed, and submitted to HQDA.

Inform the instructor you have completed this scenario.

NEXT SLIDE